



Host Checklist – Virtual Events

Below is a full timeline and checklist of tasks to complete for a successful virtual Speakers Bureau event. These tasks are required unless otherwise marked. If you have any questions, please don't hesitate to reach the Program Manager at speakers@humanities.org. Thank you for your partnership!

5-6 Weeks Before the Event:

- ☐ Select a talk from our array of over 30 speakers, available here: [2024-2025 roster](#).
- ☐ Review our [host guidelines](#) to ensure you understand your responsibilities and requirements, as well as your organization's funding options.
- ☐ Email the program manager to request the contact information for the speaker you are interested in hosting and which payment option your organization would like to use.
- ☐ Coordinate a date and time with the speaker for the event.
- ☐ Submit an online application to host the speaker. Applications are reviewed on a quarterly basis, and a decision will be issued within 10 business days of application deadline.

3-4 Weeks Before the Event:

- ☐ Create the Zoom meeting and add the speaker as a co-host: [Enabling and Adding a Co-Host](#). Unless you expect over 100 attendees, please use the Zoom meeting format rather than the webinar format.
- ☐ Set up a registration page for the event: [Setting Up Registration for a Meeting](#). Submit the registration information to us through the link provided in your approval email.
- ☐ Coordinate with the speaker to ensure that any presentation needs (i.e., breakout rooms, polling option, etc.) they require will be set up by the day of the event:
 - [How to Use Polling in Zoom](#)
 - [How to Use Breakout Rooms in Zoom](#)
- ☐ Tell the speaker how much time you have allotted for their presentation and audience questions. We recommend at least an hour, but most events average ~90 minutes.

Suggested Promotion:

- ☐ Post the event to your organization's website and various social media accounts. Tag Humanities Washington (@humanitieswa) on Facebook, Instagram, and Twitter so that we can help boost your post!

- ☐ Reach out to any affiliate groups in your community who might be interested in the presentation topic.
- ☐ Reach out to local news and media outlets (newspapers, magazines, blogs, radio/TV stations) using our press release template. Most have a link on their website where you can submit a story, or simply send an email to the editor.
- ☐ Invite your legislative and/or congressional representatives to your event using our legislator invite template. Even if they do not respond, this is a great way to remind them that your organization is using a valuable public resource.
- ☐ Post to community event calendars. Many local media outlets and governments have event calendars with easy options to submit events.

1-2 Weeks Before the Event:

- ☐ Confirm the event details with the speaker. Promptly notify the program manager of any changes.
- ☐ Schedule a rehearsal with the speaker to ensure that A/V equipment is working correctly, Zoom features (if applicable) are ready to use, and Internet connection is stable.
- ☐ Review the introductory script emailed to you the day before the event and fill in any missing fields with the relevant presentation details. This is a suggested script, so feel free to adjust as you see fit.

Suggested Promotion:

- ☐ Remind the various news outlets, representatives, mailing lists and other constituents you reached out to about the upcoming event date and time.
- ☐ Conduct a final publicity push on your organization's website and various social media accounts.

Day of the Event:

- ☐ Resend the Zoom meeting confirmation email to all registrants as a reminder. Scroll down to the bottom of this page for instructions on how to do so: [Resending and Accessing Confirmation Emails](#).
- ☐ Meet with the speaker prior to the start time to go over event logistics and conduct a final tech check.
- ☐ Ensure that someone is consistently monitoring the waiting room and chat box for any "Zoom-bombers" or inappropriate content.
- ☐ Acknowledge Humanities Washington in both opening and closing remarks.

Week After the Event:

- ☐ Complete a short online evaluation at the link sent to you in your approval and reminder emails to let us know how the event went.

- ☐ Send the link to the audience evaluation form (which you can find in your approval email) to attendees using the email addresses they submitted during registration: [Generating Reports for Registration](#).
- ☐ If your organization is covering the speaker's \$300 honorarium, please pay the speaker directly.